

**Town Manager's Office  
Town of Mansfield**

# Memo

To: Town Council  
From: Matt Hart, Town Manager  
CC: Town Employees  
Date: February 28, 2011  
Re: Town Manager's Report

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Below please find a report regarding various items of interest to the Town Council, staff and the community:

## **Council Requests for Information/Council Business**

- *Change of Location for 02/22/11 Special Meeting* – We received a question from the public whether it was appropriate for staff to change the location of the 02/22/11 special meeting of the Town Council. The meeting was originally noticed for the Council Chamber in the Audrey P. Beck Building, which staff later learned was unavailable. We issued a new notice within the 24 hour notice period, moving the location of the meeting to the Mansfield Community Center. We did discuss this issue with Mr. Tom Hennick, Public Information Officer for the Freedom of Information Commission, who verified that the Town did everything necessary to move the meeting. The location and date of any public meeting are required to be part of the notice but if a location is found to be insufficient it is the obligation of the agency to find a place that will accommodate the needs of the meeting. Additionally, it is the responsibility of the public agency to notify the public of the change of location. In this case, we notified the public of the change in the meeting location via the QNotify email distribution list system, by posting the revised agenda with the new location on the website and on the Town Clerk's meeting notice board, and by posting notice of the new location on the external doors of the Town Hall and on the Council Chamber doors.

## **Departmental/Division News**

- *Human Services* – The Mansfield Advocates for Children will be hosting a Community Conversation on Mansfield's Plan for Young Children on Saturday, March 26 from 2:30-6:00PM. As this plan has many policy implications for the Town, staff strongly encourages attendance by Council members. Please see the attached flyers for more information.
- *Public Works* – The Town's new salt storage building is almost complete. Some work remains, including: portions of the lighting, concrete wall coating and final paving. Warmer weather is necessary before we can complete the concrete and paving work. Feel free to stop by the Town Garage to see our progress.
- *Town Manager's Office*
  - CCM Legislative Update – Last Thursday, February 24<sup>th</sup>, the Mayor and I attended CCM's legislative update where the Governor and OPM Secretary Benjamin Barnes reviewed the Governor's proposed budget and its impact on cities and towns. I have attached to [item #5](#) of this packet information regarding the impact of the Governor's proposed budget on Mansfield.
  - Director of Planning and Development – We are actively recruiting candidates on a nationwide basis to serve as our next Director of Planning. I have modified the job description slightly to formalize responsibilities in the areas of community and economic development – hence, the slight change to the title. We are planning to conduct initial interviews in early April of this year.
  - Health Insurance Pooling – This morning I attended an informative presentation hosted by EASTCONN, our local regional educational resource center, regarding the benefits of health insurance pooling. Representatives from a number of area towns and school districts attended and we agreed to continue to review the subject to see if health insurance pooling or the establishment of a health insurance collaborative would make sense for our region. Superintendent Baruzzi and I will continue to monitor this effort to determine whether it would be beneficial for Mansfield to join a larger health insurance pool.

### **Major Projects and Initiatives**

- School Renovations Project – The Town Council has a special meeting scheduled for 6:30PM tomorrow evening, March 1, 2011, to discuss the proposed school renovations project. Staff, the project architect and the construction manager will be on hand to answer any questions from Council. We have sent a packet of back-up information to you; this information has also been posted in the town's website.

### **Upcoming Meetings\***

- Regulatory Review Committee, March 1, 2011, 2:30PM, Conference Room C, Audrey P. Beck Municipal Building
- **Special Town Council Meeting**, March 1, 2011, 6:30PM, Council Chambers, Audrey P. Beck Municipal Building
- Mansfield Advocates for Children, March 2, 2011, 5:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Committee on Community Quality of Life, March 2, 2011, 7:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Downtown Partnership Board of Directors, March 3, 2011, 4:00PM, Mansfield Downtown Partnership Office
- Ethics Board, March 3, 2011, 4:30PM, Conference Room B, Audrey P. Beck Municipal Building
- Four Corners Sewer and Water Advisory Committee, March 3, 2011, 7:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Inland Wetland Agency/Planning and Zoning Commission, March 7, 2011, 7:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Town/University Relations Committee, March 8, 2011, 4:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Parking Steering Committee, March 8, 2011, 6:00PM, Mansfield Downtown Partnership Office
- Historic District Commission, March 8, 2011, 8:00PM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Historical Society Board Meeting, March 9, 2011, 7:30PM, Council Chambers, Audrey P. Beck Municipal Building
- Mansfield Community Campus Partnership, March 10, 2011, 4:00PM, Council Chambers, Audrey P. Beck Municipal Building
- Solid Waste Advisory Committee, March 10, 2011, 7:30PM, Conference Room B, Audrey P. Beck Municipal Building
- Housing Code Board of Appeals, March 14, 2011, 5:00PM, Conference Room C, Audrey P. Beck Municipal Building
- Finance Committee, March 14, 2011, 6:00PM, Conference Room C, Audrey P. Beck Municipal Building
- Town Council, March 14, 2011, 7:30PM, Council Chambers, Audrey P. Beck Municipal Building

*\*Meeting dates/times are subject to change. Please view the [Town Calendar](#) or contact the Town Clerk's Office at 860-429-3302 for a complete and up-to-date listing of committee meetings.*